

Work Group: KEN IT Coordination Committee

Date	10/16/06	Time	1:30pm
Facilitator	K. Ann Riggs	Scribe	Teresa Tackett
Location	9th floor Conf. Rm. Capital Plaza Tower	Call-In #	

Agency / Attendees / Role

Educ.	Ann Riggs	Committee Member
COT	Tom Ferree	Committee Member
CPE	Allen Lind	Committee Member
KDE	Phil Coleman (on behalf of David Couch)	Committee Member
KDE	Tim Sizemore	Chairperson, Application Subcommittee
CPE	Miko Pattie	Chairperson, Application Subcommittee

Agenda/Decisions

Item:	Call to order	Decision(s)
1		
Item:	October 4th Minutes Approved	Decision(s)
2	Minutes were reviewed by members. There were a couple of recommendations for changes to the minutes.	AI motioned to approve minutes, with changes, Tom 2 nd the motion. No objections were heard and minutes were approved.

Item:	Subcommittee Updates	Decision(s)
3	<p><u>Network Subcommittee:</u> Tim Sizemore, Chairperson</p> <p>Tim reported that they are very close to having the design completed, possibly by the end of the week. They've been working with Bell South to determine where they can deliver first; but have had some challenging conversations with them on certain issues.</p> <p>Here are some goals that the network subcommittee has for the near future...</p> <ul style="list-style-type: none"> • Approval of design • Approval to submit orders for first 15 sites • Delivery at (4) sites by Dec. 15 – (Online assessment sites) • Delivery of remaining (11) sites by Jan. 15 <p><u>Applications Subcommittee:</u> Miko Pattie, Chairperson</p> <p>Miko reported that her group has refined the 10 guidelines for applications and can be found published in the minutes on the KEN Website, www.ken.ky.gov under Applications Subcommittee.</p>	<p>Miko's group will be meeting again this Wed., Oct. 18th and will work on prioritizing them.</p>
Item:	Program Manager Update	Decision(s)
4	<p>The roles and responsibilities of the Program manager were discussed.</p>	<p>Ann will be meeting with Ann Guarnieri this afternoon to discuss hiring a Program Manager for the KEN Project.</p>
Item:	KEN Illustration	Decision(s)
5	<p>Al Lind presented an illustration he developed to depict KEN.</p>	

	He asked for suggestions to improve the illustration and hopes we can come up with an approved KEN Illustration that can be posted to the website.	Ann has agreed to take the groups' suggestions and "play around" with the illustration.
Item:	Open Discussion	Decision(s)
6	<p>As of now, we are not on the agenda at the A & R meeting on October 18th.</p> <p>There was discussion of ongoing operating expenses for the next biennium budget, and it was suggested that we keep items regarding <i>Operating Costs</i> on the agenda.</p> <p>Miko brought up the Budget Proposal for I2 Conference.</p>	<p>Ann will discuss w/ Ann G. and hopefully have a response by Wed.'s Applications Subcommittee Mtg.</p>

Other Discussions

New/Other Business – Discussions and Decisions:

Next Steps

Action Items Assigned in this Meeting:

Produce a completed, and committee approved, Position Description for the Program Manager.

Next Meeting	Agenda Items Suggested and/or Moved Forward
	Items:
Next IT Coordination Meeting is 11/1/06	

KPID = Key Point(s) Influencing Decision (*e.g. timing, funding, access, security issues, MoU or other signatory approval needed, etc.*) will be noted as and if they apply to individual decisions.